User Instructions
Faculty Financial Reporting

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Symbols used in this document:

Where to get help
Hints or tips

Section 1. Overview of Faculty Financial Reporting (return to top)
What is Faculty Financial Reporting (FFR)? A web-based set of reports which assist faculty members in the financial management of a grant, project, contract or other sponsored agreement for which he or she is personally responsible. Its intention is a quick “snapshot” of where the fund is at as of the previous business day.

Who may view FFR?
1. Any faculty member who is the PI of a fund, or the owner of a fund, as per the fund’s profile in the online Financial Information System (FIS).
2. A staff member designated by a faculty member to view all funds associated with a particular faculty member (see Section 4 for further information).
3. An administrator with reporting access to particular dept-funds (pursuant to WebFocus security).

How current is the content of the reports? Data is updated every night, Monday through Friday. Reports are current through the prior business day.

What ID and password do I use? Your WUSTL-KEY.

Section 2. Where to Get Help (return to top)

 Assistance with ID or password Systems and Procedures: 935-5707
 Questions about reports Reporting Help Desk: 935-7979 or financialreports@aismail.wustl.edu
 Questions about the fund’s expenditures or budget amounts: contact your grant administrator
Section 3. Login Instructions

1. Open a web browser (Internet Explorer or Firefox).
2. Go to the login page at: https://raps.wustl.edu/approot/ffr/ffr_login.htm.
   We recommend that you put the above link in your Favorites, for easy access later.
3. Determine which side is appropriate for you to log in. This is based on your job function.
4. Key in your WUSTL-KEY.
5. Key in your Password (same one you use for the Research Administration System (RAS), or HRMS self-service).
6. Click Submit.

If you need assistance with your WUSTL-KEY, please contact Systems and Procedures at 935-5707.

Faculty Member / Designee login: Used to access all funds for one Faculty Member.
Administrator login: Used to access multiple Faculty Members, based on dept-fund permissions.

If you have any questions about the Login process, please contact the Reporting Help Desk at 935-7979.
Section 4. Viewing Reports  

a. Accounts Summary Report

The Accounts Summary Report is an overview of all funds. It provides a quick look at each fund’s current Available Balance.

You may be particularly interested in the line item “Balance of Available Budget” which shows the amount of money still available to be spent. The breakdown per category can be found in the “Detail of Available Budget” line items.

Click on fund # to drill down to Financial Summary Report
Section 4. Viewing Reports (continued)

b. Financial Summary Report

The Financial Summary Report is a summary of one fund’s current position.

![Financial Summary Report]

Click either the $ amount or the description to drill down to Detail reports

Total Balance Available to be spent (excludes unavailable $)

Change to Fiscal Year choice to see total of Expenditures & Encumbrances for that time period
Section 4. Viewing Reports (continued)

**c. Financial Detail Report**

The Financial Detail Report is the detail for one non-compensation line item from the Financial Summary Report. This report format applies to FIS transactions.

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**Financial Detail Report**

**Budget Period:** 06/01/06 - 05/31/07

**FACULTY:** MANNING, PETER

**FUND:** 22-06315-09025A

**AGENCY:** INSTITUTE OF FOOTBALL

**TITLE:** URLACHER CONCUSSION SYNDROME

**PROJECT END DATE:** 05/31/07  **OVERHEAD RATE:** 52.00%

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Section 4. Viewing Reports (continued)

d. Distribution Detail Report

The Distribution Detail Report is summarized by person for one compensation line item from the Financial Summary Report. This report format applies to HRMS (Payroll) transactions.

![Distribution Detail Report Image]

*Change to Fiscal Year choice to see total by person for that time period.*
Section 5. Delegating Reporting Access to a Staff Member

This option is applicable to Faculty Members only.

An Authorization Form may be submitted, if a Faculty Member would like to authorize certain administrative staff access to run reports on his/her grants and funds (including payroll dollars and percentages) via Faculty Financial Reporting. This form impacts reporting ability only, not authority to manage financial and payroll activity.

Two things to know:
- This type of authorization permits the administrative staff member to cross the typical boundaries of security (for example, if a fund is set up within another school).
- This authorization includes all current funds, as well as all future funds, assigned to the Faculty Member.

The Authorization procedures are:

a. Login to FFR (see Section 3 above for Login procedures).
b. Click the Authorization Form button.
c. Print the Authorization Form.
d. Complete Section B of the Form, which identifies the staff member who will be able to view your reports.
e. Complete Section C of the Form, indicating whether or not the staff member will have permission to see the Distribution Detail report (which contains payroll names and amounts).
f. Sign and date the Form near the bottom of page one by “Faculty Member Signature.”
g. Have the designated staff member sign and date the Form near the bottom of page one by “Designee Signature.”
h. Send the form to the School representative as indicated on pages two through the end.

The School representative should forward the completed form on to Systems and Procedures for final approval, before it is processed by the Reporting Help Desk. However, if you receive it back, please forward to Systems and Procedures at Campus Box 1110, or by fax to 935-8619.

If you have any questions about the Authorization procedures, please contact the Reporting Help Desk at 935-7979.
Section 6. Helpful Tips

a. Printing from the PDF (Print View)

For a report format most suitable for printing or e-mailing, choose the Print View. When Print View has been selected for a report, just above the report a new toolbar will display:

We recommend that you use the PDF toolbar for best results when saving or printing (it functions much better than the browser’s File > Print or File > Save commands).

b. Saving to Excel

When Excel has been selected for a report, most likely it has displayed within your browser window (the behavior depends on a setting on the individual PC).

In order to save to Excel:
- Make sure your cursor is selected in any cell
- Click the F12 button
  (it functions much better than the browser’s File > Save command).